

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406-675-2700  
PERSONNEL OFFICE FAX: (406)226-2562  
CSKT Website: [csktribes.org](http://csktribes.org)  
E-mail: [sherry.dupuis@cskt.org](mailto:sherry.dupuis@cskt.org)**

**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** DEWR Administrative Assistant

**LOCATION:** Division of Engineering & Water Resources (DEWR)  
Natural Resources Dept.-Safety of Dams/Roads Complex - Ronan, MT

**SALARY:** \$19.87 to \$22.83 per hour, including benefits

**CLOSING DATE:** Thursday, July 25th, 2024 at 5:30 p.m.

**SPECIAL CONDITIONS:**

This is a not Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** The DEWR Administrative Assistant is a full-time office manager/accountant position for the Division. The DEWR Programs include Safety of Dams, Roads and Water Management.

**Duties include, but are not limited to the following:**

- Performs administrative and managerial activities for the Division of Engineering and Water Resources.
- Maintains approximately 20 separate program financial records, including budgets, contracts, monthly expenditure reports and documentation.
- Maintains computerized financial system for all DEWR Programs.
- Produces monthly expenditure reports for programs.
- Reconciles and provides certification for programs of expenditures with the Central Accountings General Ledger printout on a monthly basis.
- Provides financial and administrative guidance to program managers in the procurement of goods and/or services, and in the purchase of capital and non-capital equipment advising managers of Tribal Procurement Policy.
- Assists with the preparation of budgets for programs and initiate budget modifications as necessary.
- Reviews and corrects changes made to Program accounts as necessary.
- Provides budget projections to Program Managers to assure expenditures within budgeted amounts and appropriate expenditure of budgeted funds.
- Advises Program Managers of account deviations and other problems with financial accountability.
- Advises Program Managers of impending expiration of budget periods for grants and contracts.
- Assists Program Managers in initiating carryover requests.
- Prepares and enters purchase requisitions for payment of invoices and advises Program Manager of procurement policies.
- Oversees payment of Program invoices to assure that payments are made in a timely manner and maintains vendor information as needed.
- Processes revenue and bill for collections for programs and tracks payment of them.
- Prepares or oversees that DEWR personnel travel arrangements are processed.

- Insures that proper information is provided to department staff to process Programs' Schedule of Collections.
- Assist SOD Intertribal Council in preparation of annual conference and process and reviews reimbursement requests from other Tribal entities for conference and training attendance related to SOD activities.
- Assists Program Manager as needed to prepare or process contract awards and modification documentation.
- Maintains DEWR MOA and MOU files with various Tribal organizations and independent contractors and provides Program Manager with information regarding contracts.
- Oversees maintaining the contract filing or scanning of documents for all DEWR programs.
- Maintains DEWR Personnel data to insure evaluation, personal time off (PTO) accrual changes and step awards are processed; also maintains salary information for budgeting purposes.
- Process Personnel Action Forms and provide appropriate information to process action forms and maintains personnel files for all staff.
- Process and oversee that payroll is entered into the Tribal system and maintain time and attendance files on all employees.
- Ensures that payroll entries are distributed accurately with appropriate pay rate and verifies staff PTO balances are correct.
- Provides direct supervision of any secretarial staff within the DEWR Administration Program as noted in the current Natural Resources Department Organizational Chart.
- Provides oversight to DEWR's secretarial staff with regard to financial process.
- Perform other duties as required or assigned.

### **MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- Must have a four (4) year Business degree with two (2) years of experience in Tribal Government accounting and administration, **OR** a minimum of a two (2) year degree in Business with emphasis in accounting and four (4) years Tribal Government administration and accounting experience, **OR**, in absence of degree, incumbent must at least eight (8) years of progressive responsible experience in all phases of Tribal Government administration and accounting.
- Five (5) years within the Tribal Organization of increased responsibility of bookkeeping/accounting work, including at least three (3) years with supervisory responsibility and at least three (3) years of experience operating a computerized accounting system.
- Must have a valid driver's license.
- Required to successfully complete a certified defensive driving course approved by the Department.
- Must wear Tribal Government identification and safety apparel when necessary.

### **❖ FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.**

#### **SUBMIT:**

1. Completed Tribal employment application (Resumes may be submitted but may not replace or supplement the official Tribal employment application).
2. Copy of relevant academic transcripts and/or certificates.
3. Copy of valid driver's license.
4. Proof of enrollment from a Federally recognized Tribe if other than CSKT.
5. If claiming Veterans Preference, a copy of DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855, Telephone 406-675-2700 Ext. 1040.

**FOR MORE INFORMATION:** Contact: Pam Dusty Bull Askan, Natural Resources, DEWR Compact Support Officer @ 406-675-2700, Ext. 6211.